

Subject: RE: RE: DCBID Summer Resident Mixer - Info
From: "Estela Lopez" <elopez@kindelgagan.com>
Date: 08/09/2016 11:29 AM
To: "Michael Filson" <MFilson@downtownla.com>

Michael, thanks for the email.

Yes, we are definitely confirmed. "We" is actually one table shared by two development projects that are exciting new additions to DTLA. The Alexan (Trammell Crow Residential) and The Beacon (Equity Residential).

Here is who will be at our table:

- John Readey, Trammell Crow Residential
- Winston Chang, TCA Architects
- Tanner Blackman, Kindel Gagan Public Affairs
- Estela Lopez, Kindel Gagan Public Affairs

We are bringing a scale model of DTLA, easels and boards. Lots of show-&tell.

Let us know if you need anything more from us. See you tomorrow.

Estela Lopez
Kindel Gagan Public Affairs Advocacy
550 S. Hope St., Suite 530
LA. 90071
213-624-1550
Elopez@kindelgagan.com

From: Michael Filson [mailto:MFilson@downtownla.com]
Sent: Tuesday, August 9, 2016 10:00 AM
To: Michael Filson <MFilson@downtownla.com>
Subject: DCBID Summer Resident Mixer - Info
Importance: High

Hello everyone! We're very excited to have you tomorrow at our Summer Resident Mixer. We have great RSVP's and are expecting 150-175 attendees. Please take a minute to read the information below and send me the information that you can today. If for any reason you are unable to attend, please let me know so I can remove the table so we don't have any dead space.

-If you haven't done so already, please send me everyone's names from your team who will be attending. Even if you think there's a chance they might not attend, it's better to be safe than sorry and will make security much easier.

-Remember **NO OPEN FLAMES** allowed.

-We suggest if you can walk, Uber/Lyft, be dropped off or carpool to the event. We will have *limited* parking validations. Parking is \$8 w/ validation.

-Load-In can begin at **4pm** day of the event. Please be ready to go by 5:30pm.

-You will be assigned a space, so please see one of our team members when you arrive.
-Business Hours deliveries via the freight elevators are from 6:00AM - 6:00PM, Monday through Friday. Deliveries are limited to 1 - 2 freight trips and/or 20 minutes.

-Entrance for deliveries is on Olive St. between 5th & 4th. Drivers must check in, provide a valid driver's license identification and attain a pass at the Loading Dock Office. Please note that there are no reserved parking spaces on the loading dock. Once you have delivered to the floor, you will then need to park in the regular parking.

-If you can carry your supplies with you, this would make your arrival much easier.

If you have any questions, concerns or need anything else, please let me know!! I want to make sure everything goes smooth for tomorrow. I appreciate all your help to make this a success for everyone!

My cell phone is (323) 218-9327 should something come up tomorrow.

Mike Filson

Community Relations Manager



<https://www.downtov>

Downtown Center Business Improvement District

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

Call: 213-416-7524 | Fax: 213-624-0858

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